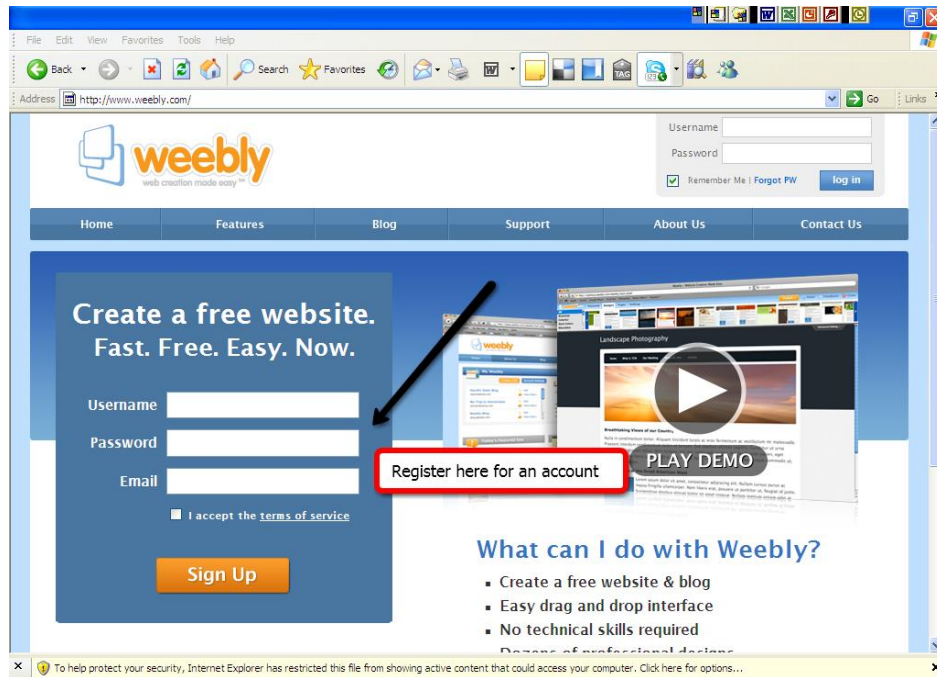


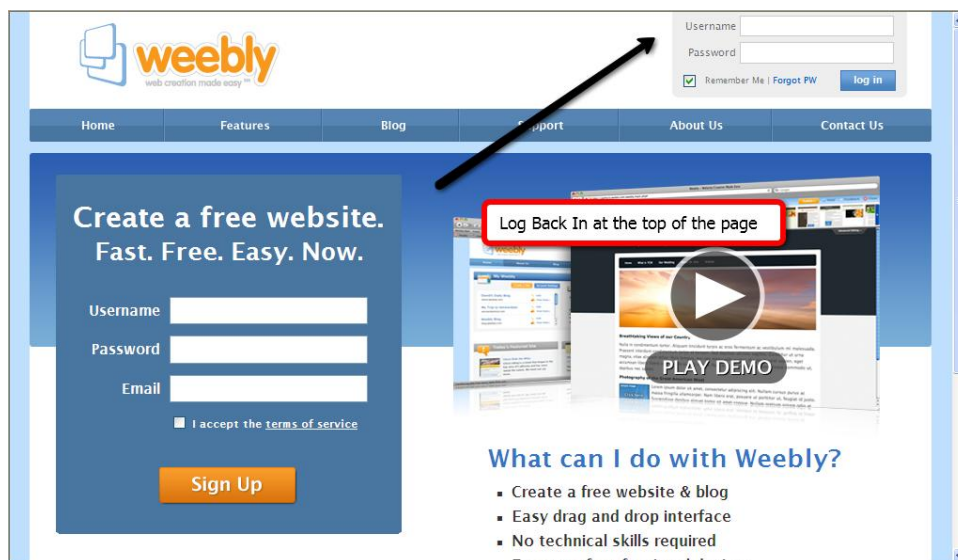
WEEBLY Guide

www.weebly.com

Registration



Signing In and Out



Home Page:

The screenshot shows the Weebly Home Page. At the top is the Weebly logo and navigation links: Home, Features, About Us, and Contact Us. A banner below the navigation links says "You are using an old browser. For a better experience, please upgrade to a modern web browser." Below this is a "My Weebly" section with a "Create a Site" button and "Account Settings". A list of sites is shown, including "Macomb ISD High ..." and "Universal Design...". A "To-Do List" is also visible. Annotations include: a red box around the "Edit Site" link with the text "Edit Site - Allows you to make changes before your site is published."; a red box around the site address "udlpolicy.weebly.com" with the text "The address for your website."; and a red box around the "To-Do List" with the text "Each free weebly registration allows you to create two websites."

Website Page for Editing

The screenshot shows the Weebly Website Page for Editing. The top navigation bar includes "Elements", "Designs", "Pages", "Settings", "Publish", "Help", "Feedback", and "Close". The "Elements" panel on the left shows various widgets like "Basic", "Multimedia", "Revenue", and "More". The main editing area shows a website layout with a header "Universal Design for Learning" and a main content area with the text "Empowering Teachers and Improving Learning" and "What is Universal Design for Learning?". Annotations include: a red box around the "Publish" button with the text "This button publishes your website. It will open up in a different window."; and a red box around the "Close" button with the text "Always close your window when you are done working."

Choosing a Design

The "Design" tab contains a variety of theme/template choices.

Hover your mouse over a design thumbnail to get a preview of the design on your website.

Click the thumbnail to save the design selection for your website.



Site Settings

Edit Site Settings Close x

General Settings

Address: wdemo.weebly.com
 Change site address.

Site Title: Demo Site
☒ Show site title on the top of your pages.

Site Password:
Choose which pages to protect in the "Pages" tab.

Footer Message: Create a free website with Weebly
 Remove Weebly Footer Message

☐ Search Engine Optimization (SEO)

☐ Archive/Un-publish

Save or **cancel**

Address:

This area displays your current website address. Click on "change site address" in order to change your website address to a different sub-domain of weebly.com, upgrade to your own domain name, or configure an existing domain name with Weebly. For more information, see [publishing](#).

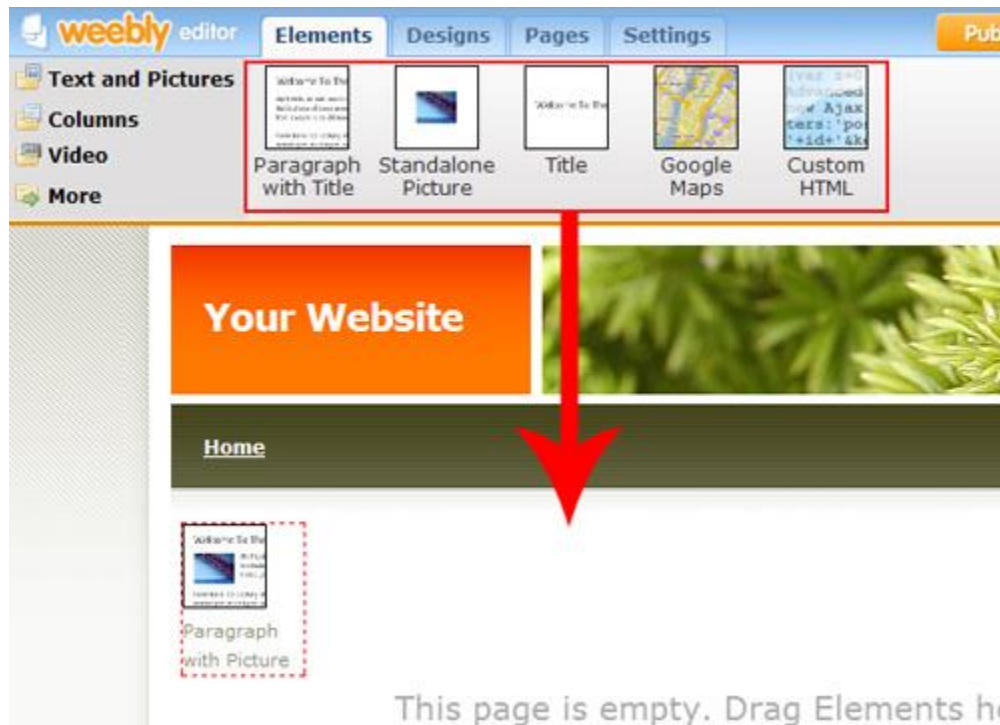
Site Title:

This name will be placed at the top of your website as the site title. To hide the site title from displaying on your pages, uncheck the option and republish your site.

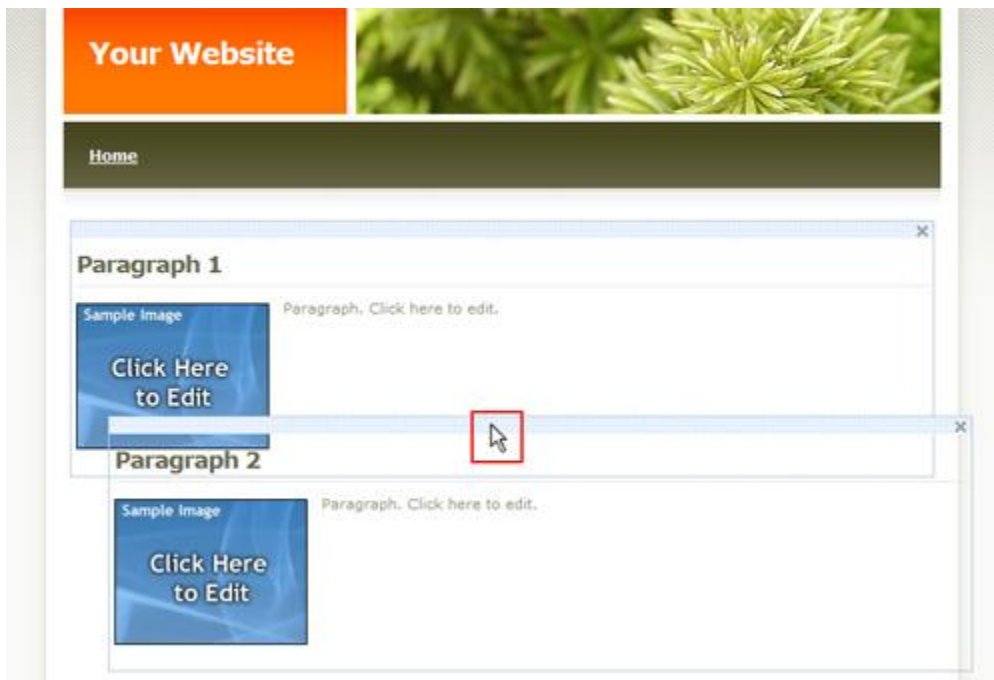
Working With Elements

Elements function as the building blocks of your pages. Paragraphs, Videos, and Maps are examples of element types. These are located at the top of your screen under the “Elements” tab.

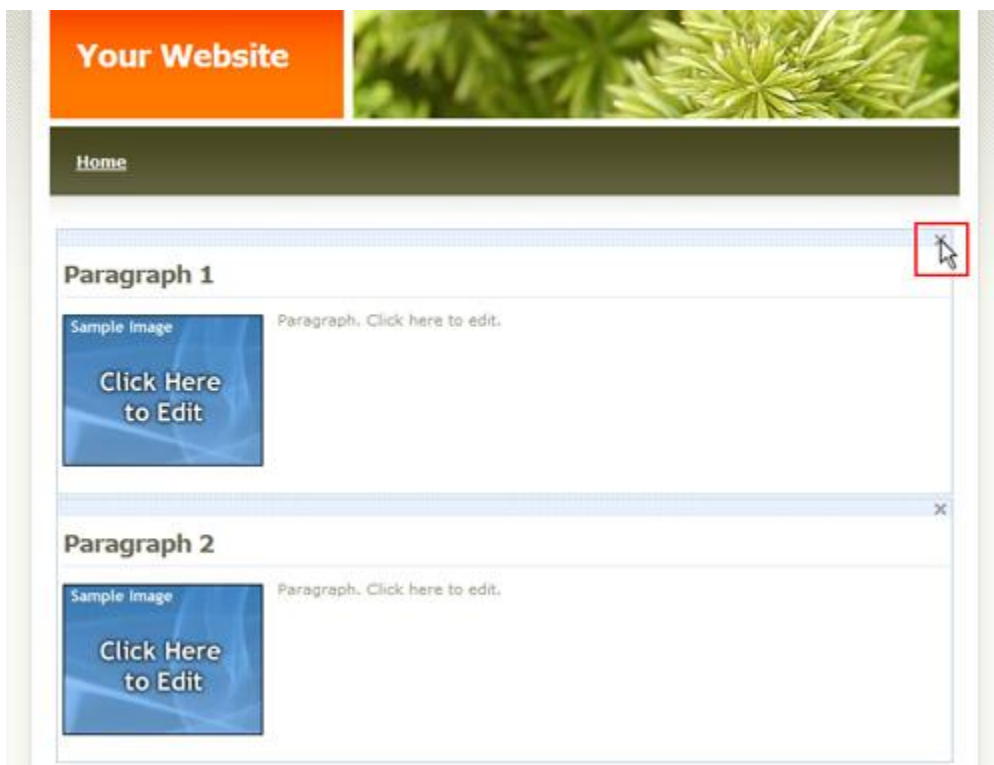
To add elements to your page, drag them from the top bar into the content area of your website:



To reorder elements, drag them by the blue bar and place them into a new position:

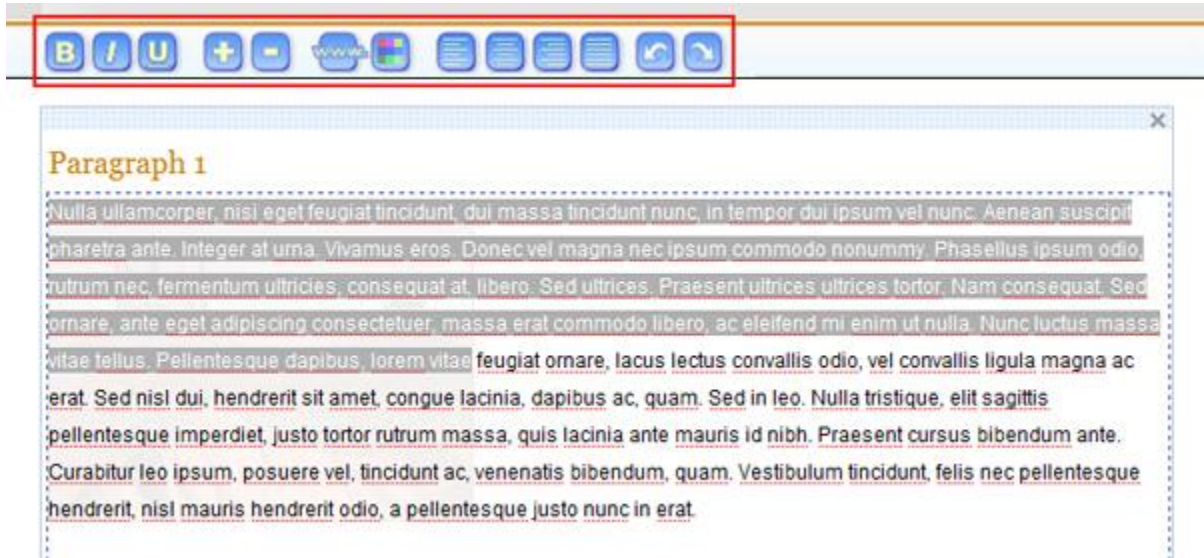


To delete an element, just click on the X in its top right corner:

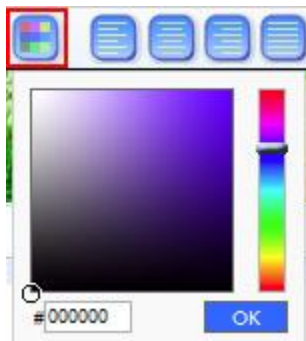


Using the Text Editor

Edit the text within your website by clicking on it to bring up the text editing options above.



Adjust the text color or align your text left/center/right/justified:



Bold, Italicize, or Underline the text:



Increase or Decrease the font size:



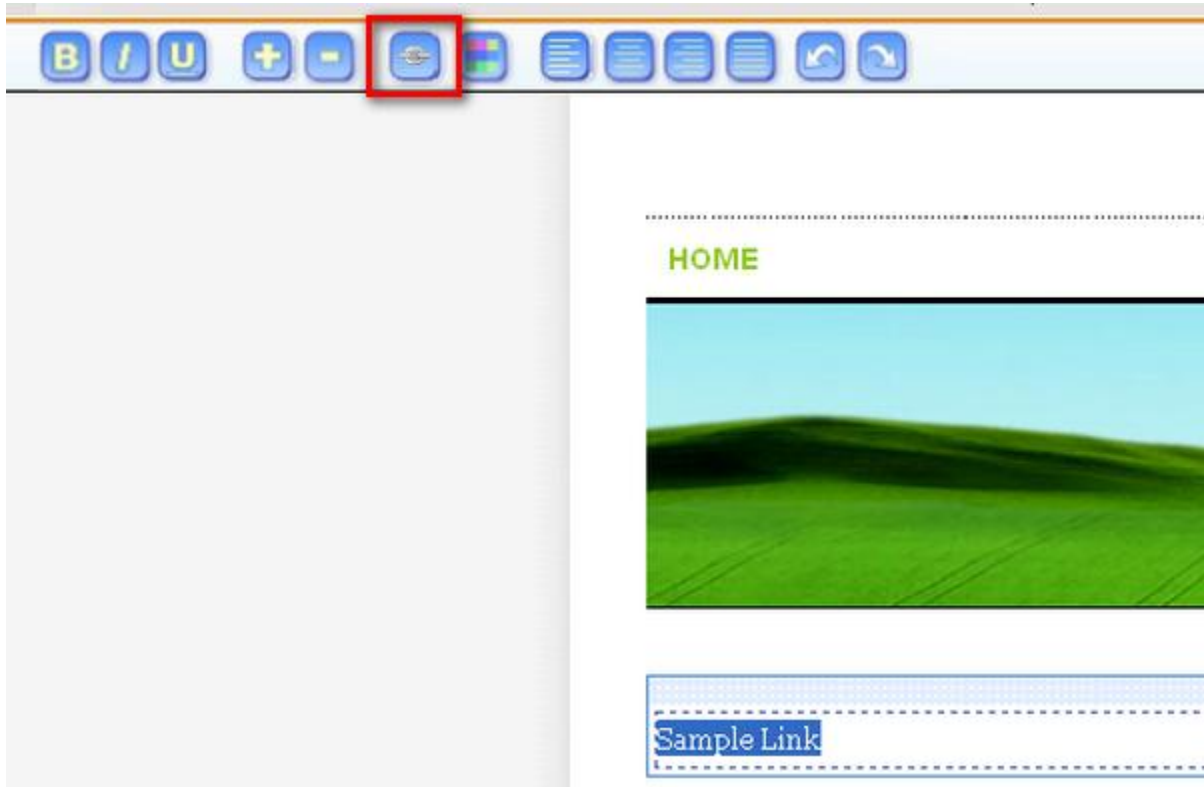
Undo or Redo your changes:



Creating Links

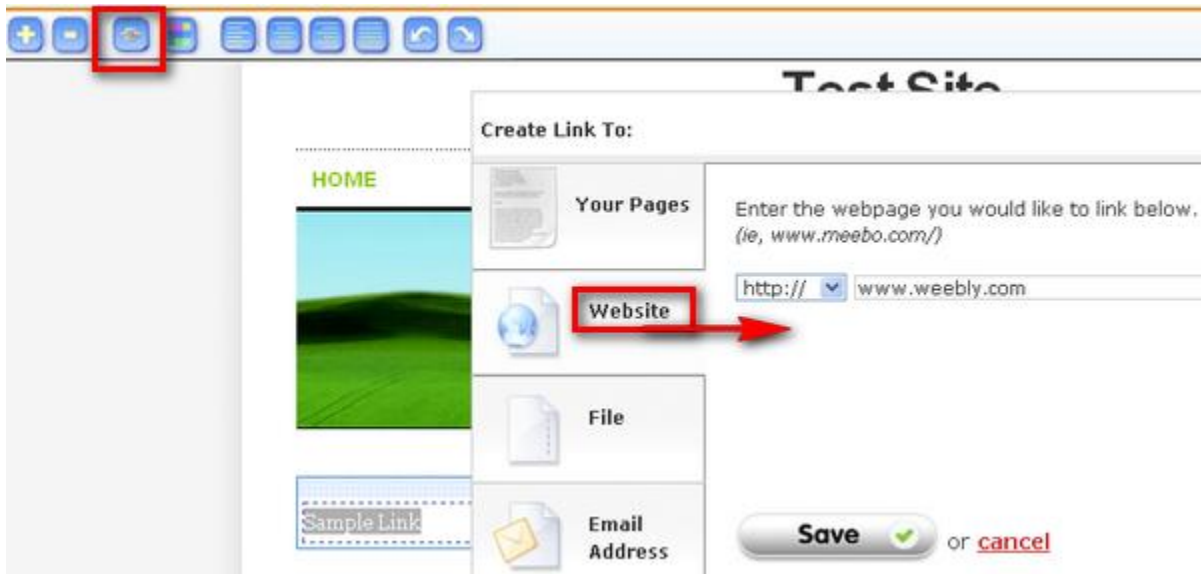
To create a text link

1. Highlight the desired text and click on the link icon in the Element Options toolbar



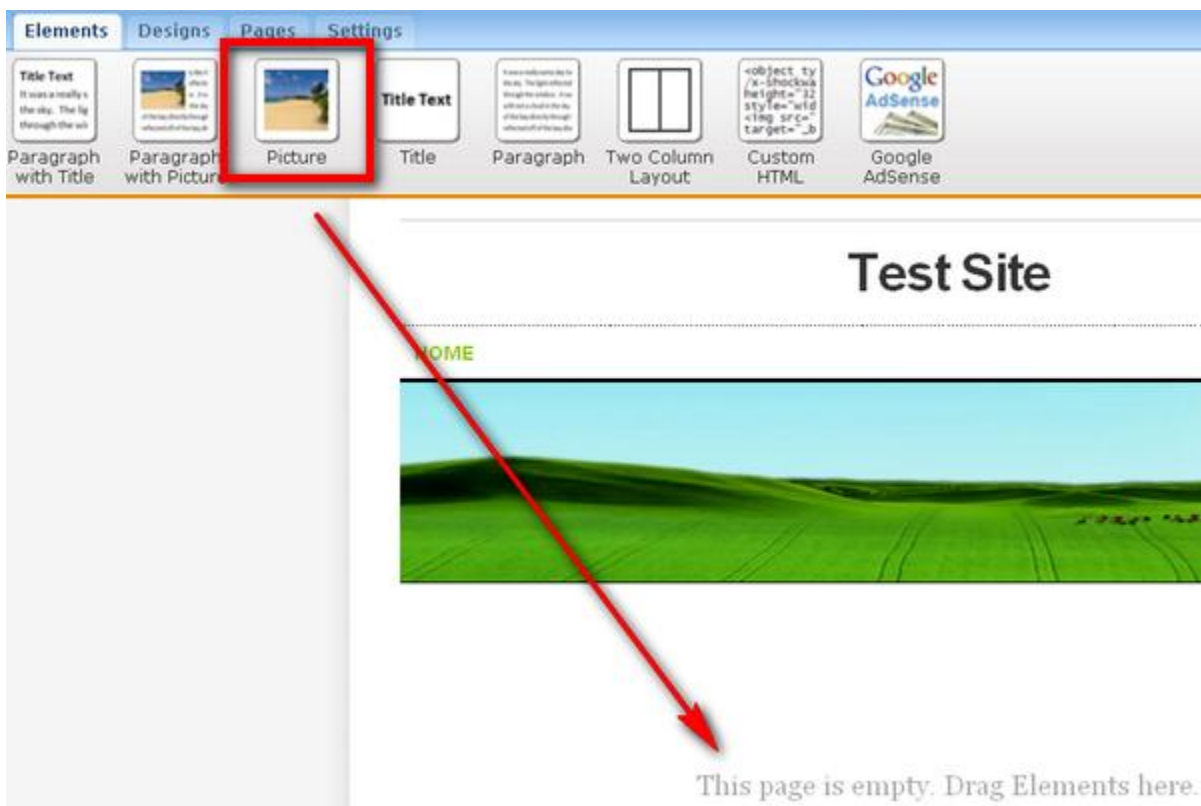
2. Next, you will need to choose which type of link to create. If you wish to link to an external site, you can do so from the "Website" tab pictured below.

NOTE: Links will become active once your site is published.

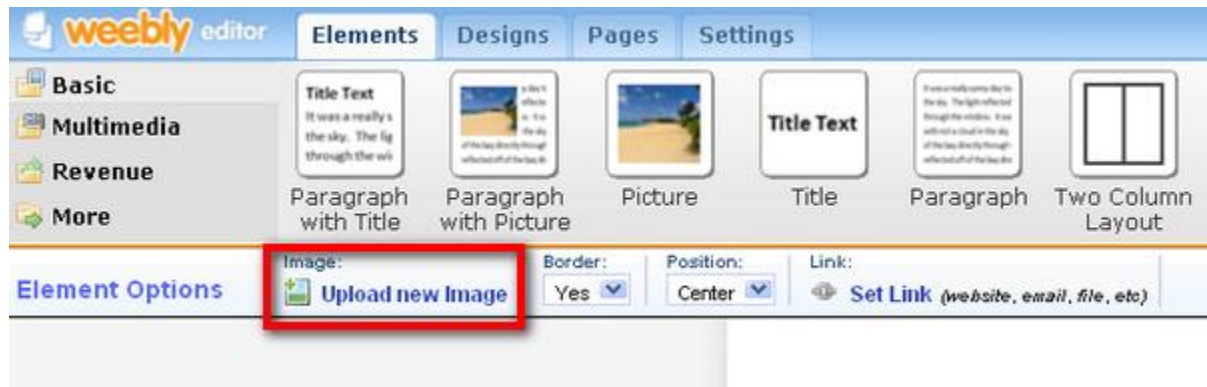


To link a photo

1. Drag the Picture element to your page and click on it

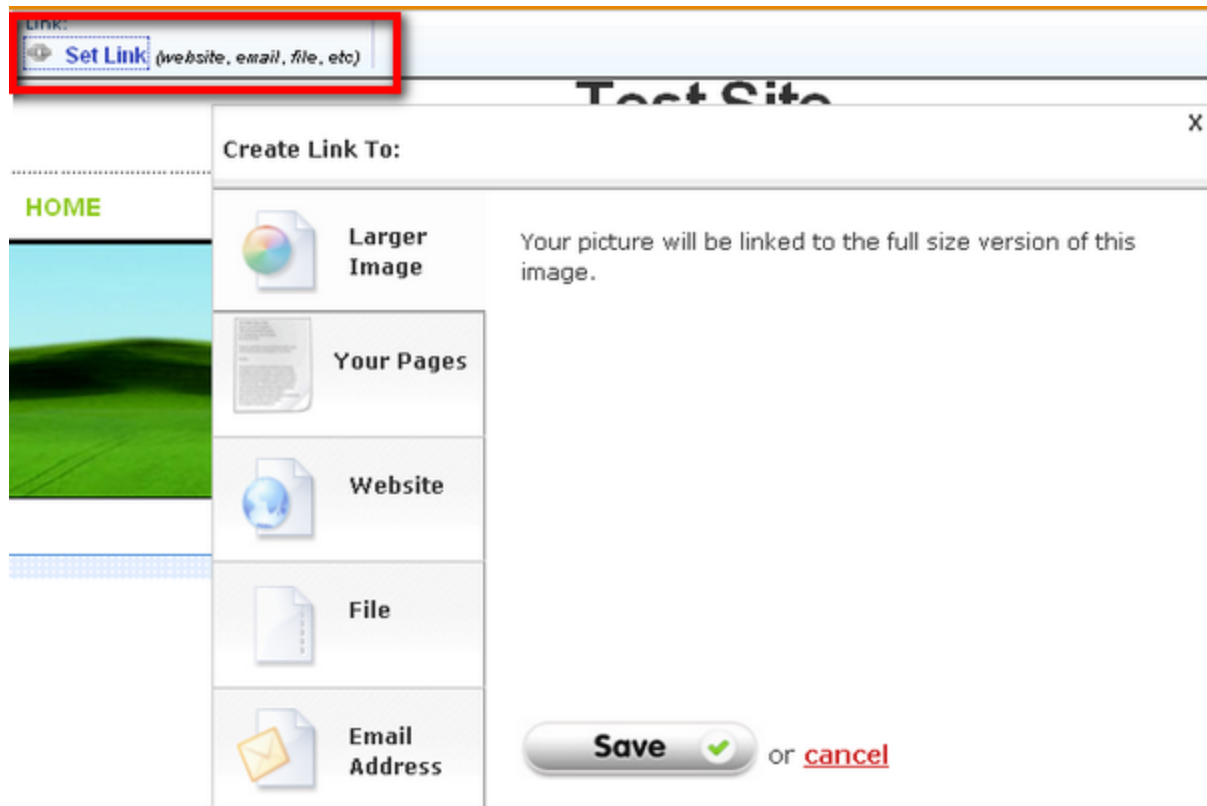


2. An Element Options toolbar will drop down. Click on "Upload new Image" and choose a picture.



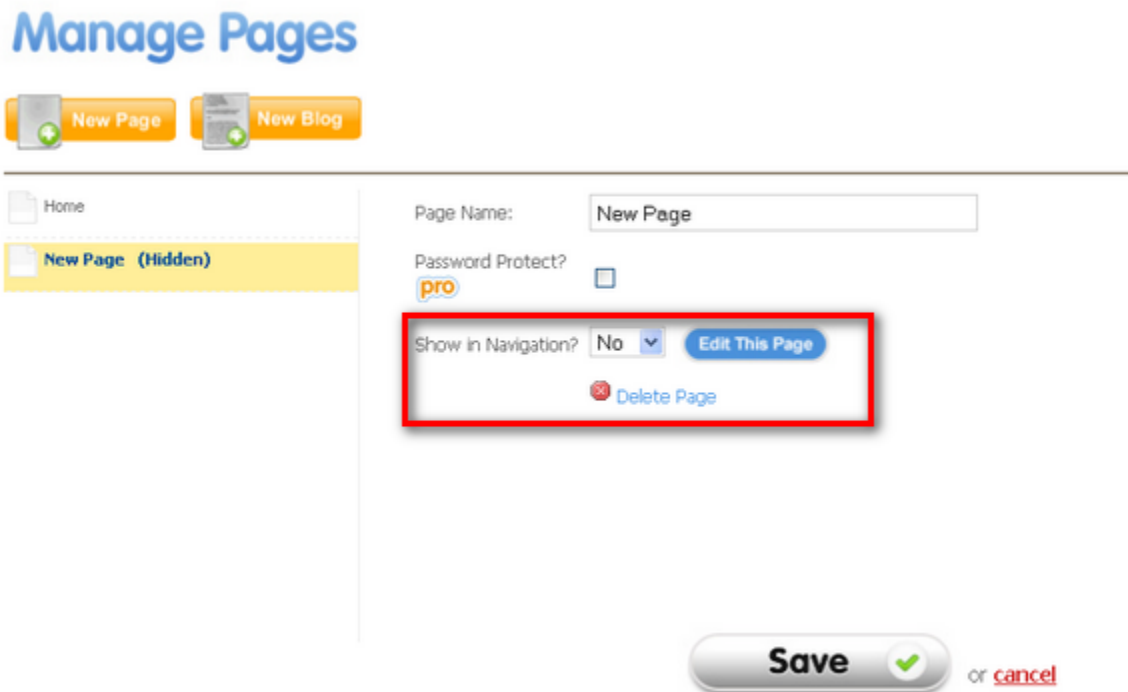
3. Click on the "Set Link" button. A box will pop up that allows you to choose which type of link to create.

NOTE: Links will become active once your site is published.



To link a file

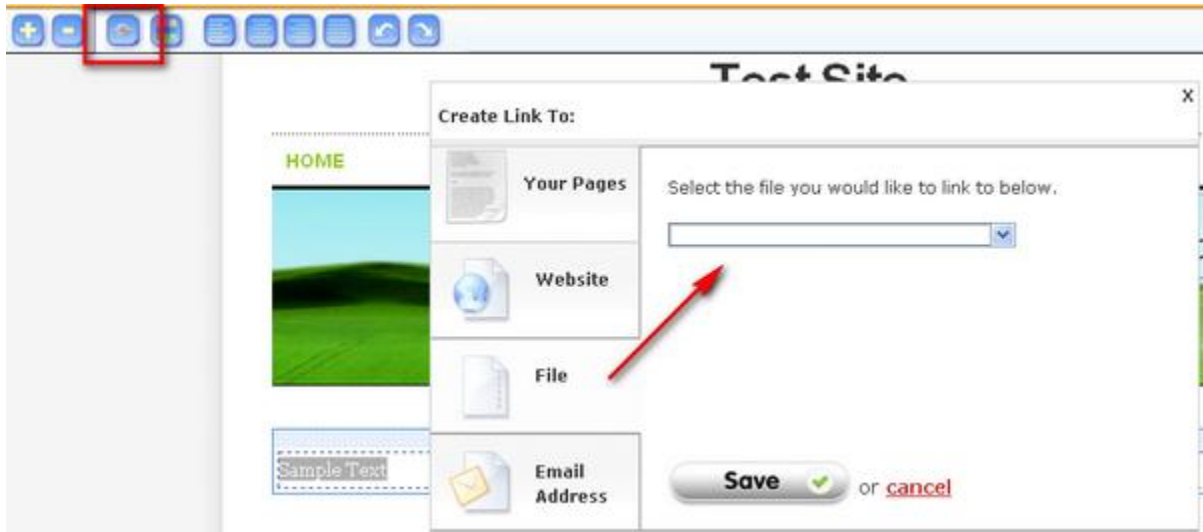
1. Create a hidden page in your site under the "Pages" tab



2. Next, upload a file in a normal matter onto this hidden page

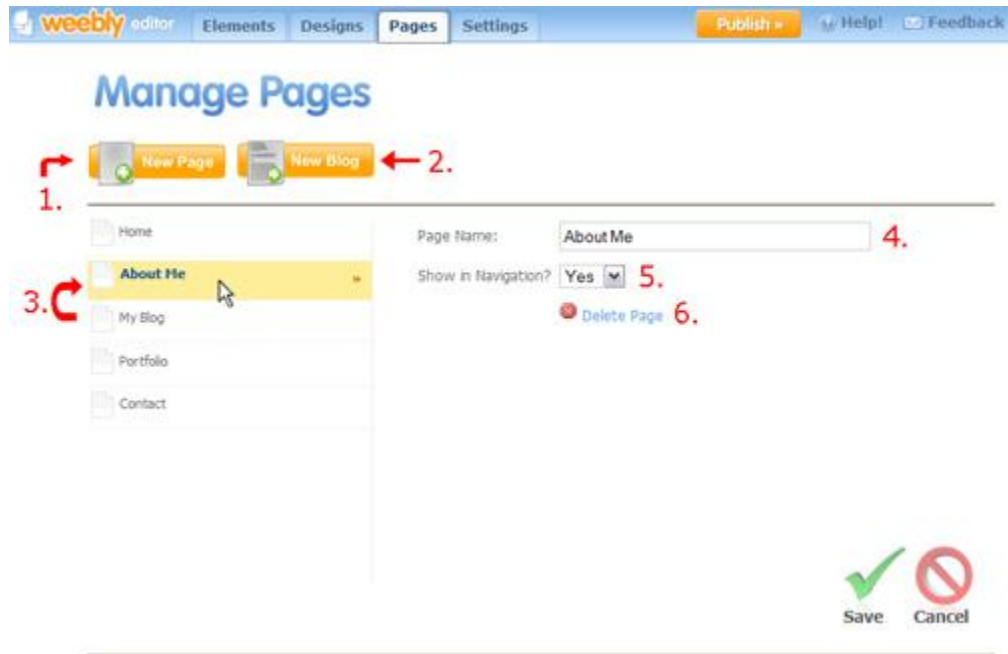


3. In your main page, select the text you want to link and click on the linking icon. Go the file tab, and select the uploaded file from the drop down list.



Managing Pages

Manage your pages under the "pages" tab:



Add a New Page (1) by clicking the "New Page" button.

Add a Blog (2) by clicking the "New Blog" button.

Reorder a Page (3) by dragging the page icon to the left of the page name into a new order.

Bring up the page properties by clicking its respective name in the left column.

Rename a Page (4) by editing the text in the "page name" box.

Hide Pages (5) from appearing in the navigation menu by selecting "no" to "show in navigation". You can link to the hidden pages from visible pages using the [text editing/linking tool](#).

Delete a page (6) by clicking the "delete page" link and confirming.

Save your changes by clicking the **green** check mark on the bottom right.

Publishing Your Site

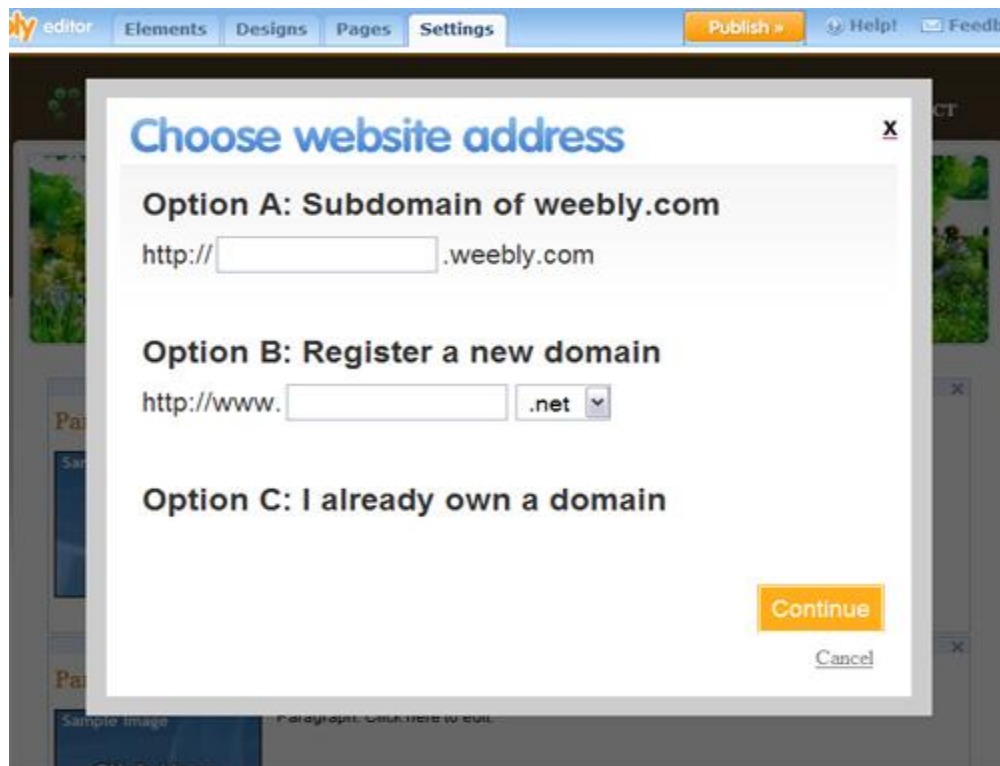
To publish your website, you have 3 options:

- A subdomain of weebly.com (free)
- [Register a new domain](#)
- [Setup a domain already already registered](#)

Choosing a subdomain of weebly.com (for example: **yoursite.weebly.com**) is completely free and quick way to get online. As you type, Weebly will tell you if your desired subdomain is available.

[Registering your own domain name through Weebly](#) (for example: **www.yoursite.com**) is also very easy. Your website will be visible at the new domain name in minutes without any setup required. If you are upgrading from a subdomain of weebly.com to your own domain, traffic to your old address will automatically be forwarded to the new one.

In addition, we offer you the ability to setup a domain already registered externally on a site such as GoDaddy with your Weebly site. For more instruction on setting this up, [see here](#).



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For Weebly help go to support at www.weebly.com

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